

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140172-2

REPORTS INVENTORY						CONTROL NO.	
PREPARE IN DUPLICATE						DD5/CTR/ISS - 415	
1. TITLE OF REPORT (if a fill-in report include Form No.) Information Science Training - On Duty Employees plus Class Hours						2. TYPE OF REPORT STATISTICAL NARRATIVE XX MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL LOGISTICS MEDICAL		XX TRAINING SECURITY FINANCE		ADMIN. GENERAL OTHER (specify)	
4. NO. OF COPIES PREPARED 12		5. FREQUENCY (weekly, monthly, quarterly, etc.) Annual		6. DISTRIBUTION (No. of components not number of copies) 12			
7. FORMAT (memorandum, form computer print-out, etc.) Computer print-out		8. ADP PROCESSING XX YES NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT Att. B IHC-D-113.5/9 20 May 69			
10. PREPARING COMPONENT (include lowest level contributing information to report) OCS OTR/ISS/AIR		11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) None (Form 136, Form 1961)					
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
Same as 606A							
B. COSTS OF COMPUTER PRODUCED REPORTS							
17 pages x 12 x 5¢ per page =							\$10.20
TOTAL COSTS PER YEAR						\$10.20	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT XX RETAIN AS IS CHANGE DISCONTINUE						ESTIMATED SAVINGS MAN-HOURS DOLLARS 0 0 STAT	
16. DATE OF INVENTORY 9 OCT 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Records Management Officer/OTR				18. EXTENSION	

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